

RESIDENTIAL ADDITIONS AND ALTERATIONS (1, 2 AND 3 FAMILY DWELLINGS)

Hamilton County Planning and Development, Room 801 County Administration Building (513) 946-4550

I. **WHEN ARE BUILDING PERMITS REQUIRED FOR RESIDENTIAL ADDITIONS?**

Building permits are required for all residential additions.

II. **WHAT CODES/REGULATIONS ARE APPLICABLE?**

All work must be performed in accordance with the *Hamilton County Building Code*, the *Hamilton County Zoning Resolution* (or applicable township zoning code), the *National Electric Code*, and all other applicable laws and ordinances. Contact the following agencies:

Hamilton County Department of Building Inspections	(513) 946-4550
Hamilton County Rural Zoning Commission (or local township Zoning Administrator)	(513) 946-4501
Hamilton County Board of Health (if private sewage)	(513) 946-7800
Hamilton County Department of Public Works	(513) 946-4750
Hamilton County Engineer (or other)	(513) 946-4250
Inspection Bureau, Inc. (N.E.C.)	(513) 381-6080
Cincinnati Water Works (if city water)	(513) 591-7859

III. **HOW DO I OBTAIN A PERMIT?**

NOTE: The Zoning Certificate must accompany the permit application.

Complete an application for a building permit and submit three copies of building plans with approved site plans attached to each for review to the Hamilton County Department of Building Inspections, Room 803 County Administration Building, 138 E. Court Street, Cincinnati, Ohio 45202. A non-refundable plan processing fee must be paid at the time of application. Contact a Building Department Permit Specialist for details prior to submitting.

NOTE: Filing of application for a building permit does not constitute permission to begin the work.

An acceptable set of plans shall include the following:

A. **Plot Plan** - Drawn to a uniform scale (not less than 1" = 50 feet) showing:

1. Property lines (and property dimensions) and street name(s).
2. All existing and proposed structures.
3. Distances from the house and addition(s) to all property lines.
4. North arrow.
5. Title, name of builder and owner, and date.
6. Elevations of floor levels (if located within a flood hazard area)
7. Proposed finished grade elevations at the corners of the addition

B. **Building Plans:** Drawn to a uniform scale (not less than 1/4" = 1 foot) showing:

1. An index of the documents with all sheet numbers indicated. All submitted sheets should identify the project address and the names and addresses of the property owner, the contractor, and the person who prepared the drawings.
2. A foundation and footing plan showing the outline of both the footing and foundation wall with complete dimensions, the foundation wall thickness, beam and column sizes, isolated column footing sizes and thicknesses, floor joist sizes with spacing and spans, basement slab details and specifications, floor drain location, mechanical equipment locations, and all other foundation features and items to be located in the basement.

3. Include a finished basement plan if a portion of the basement is to be habitable space.
4. A floor plan of each floor or partial floor. This should identify all room names (or uses) and be fully dimensioned. Show door and hallway dimensions, wall thickness, stud size spacing, window and door locations and sizes, smoke detector locations, beam and column sizes throughout, including window and door headers.
5. Floor and roof plans showing all framing members, both size and spacing, all beams, joists, girders, trusses, rafters, rafter ties, ridge beams, column sizes under the ends of all beams and girders.
6. Exterior elevation views of each exterior wall surface with all foundations shown (dotted in if below grade). Indicate finished grade, decks, landings, stairs, exterior wall finishes, roof pitches, roof ventilation equipment, etc.
7. Cross sections and wall sections (for all walls, not just one "typical"), noting stud size and spacing, corner bracing, vapor barrier, insulation, partition anchorage, fire-stops, foundation waterproofing, footing drain tile, decay-resistant wood framing, etc.
8. Stairway sections showing the construction & geometry of all stairs, both interior and exterior. Show all member sizes, connections top and bottom, handrail and guardrail information on mounting heights & sizes, headroom, etc.
9. Battery powered smoke detectors throughout existing structure: inside sleeping room, outside each separate sleeping area and a minimum of one on every level of the home.
10. Flashing, gutter and downspout locations and details
11. Special structural details such as ridge beam support at existing wall, masonry chimney sections & views, etc.
12. Ventilation of and access to concealed spaces like attics and crawlspaces.
13. Sleeping room emergency egress windows or doors.

C. Additional Requirements

1. Obtain a copy of Examiner's Checklist and personally verify all required information is on the plans.

IV. **WHAT HAPPENS AFTER I APPLY FOR MY PERMIT?**

The aforementioned agencies will review the application. If any of the agencies have questions or comments, they will contact the applicant (the person who signed the application form). Corrections must be approved within 60 days. Upon receipt of the necessary approvals, a Building Department Permit Specialist will notify the applicant that the permit is ready and the balance of the permit fee that may be due.

V. **WHAT IS REQUIRED AFTER THE PERMIT IS ISSUED?**

All work must be performed in accordance with the approved plans, the *Hamilton County Building Code*, the *Hamilton County Zoning Resolution* (or applicable township zoning code), the *National Electric Code*, and other applicable ordinances. The permit will expire if work is not started, is postponed, abandoned, or an inspection is not requested within six months of the issue date.

VI. **INSPECTIONS REQUIRED (24 hour minimum notice)**

Hamilton County Department of Building Inspections	(513) 946-3780
1. Soil Inspection	
2. Slab Inspection	
3. Framing Inspection	
4. Insulation Inspection	
5. Final Inspection	
Inspection Bureau, Inc.	(513) 381-6080
Hamilton County Board of Health (plumbing and/or private sewage)	(513) 946-7800